

Civil Engineering

ANG SERVICES ADVISORY BOARD

This instruction establishes the Air National Guard Services Advisory Board (SAB); delineates the organizational structure; establishes the organizational flow chart; and provides administrative direction.

1. PURPOSE. The ANG SAB serves in an advisory capacity to The Civil Engineer (ANG/CE), to initiate, review and comment on proposals, changes, or actions which impact the ANG Services function.

2. ORGANIZATION:

2.1. Membership in the board shall consist of the following:

2.1.1. Six regional members from ANG flying units.

2.1.2. One Combat Readiness Training Center (CRTC) representative (selected among CRTC members).

2.1.3. Six members elected to the Services Association Executive Board. The duly elected president of the Services Association Executive Board will act as president pro-tem for the SAB and will serve for tenure of his/her office.

2.1.4. ANG/SVX branch chief (ANG services advisor).

2.1.5. ANG/SVXF member duly appointed as coordinator by ANG/SVX.

2.2. All board members must maintain primary services AFSC (3M34 or minimum 3M070/3M050).

Regional representatives must be selected from an ANG base within the areas represented (see attachment 1).

Regional representatives will be appointed by ANG/CE, ANG/SVX, and the president pro-tem. A recorder for the board will be appointed (from the board) by voting among SAB members. Recorder of the Advisory Board will assume those duties during meetings. Attachment 2 displays the structure of the SAB.

2.3. The six regional representatives will each have a vote; the CRTC representative will have a vote, five members of the Services Association Executive Board will each have a vote (immediate past president, president-elect, vice-president, secretary, and treasurer). The president of the Services Association will act as president pro-tem for a guaranteed vote in a dead lock within the SAB. Note: The ANG services advisor and ANG/SVXF coordinator will not have a vote.

2.4. Regional representatives and the CRTC representative will be appointed for terms of not more than 3 years. Terms will be staggered to maintain continuity within the board. Individuals having previously served as regional representatives may not be re-appointed to that position until they have been off the board for 1 year, unless waived by ANG/CE. If there is an expired term vacancy, a replacement will be appointed by ANG/CE, ANG/SVX, and president pro-tem for the remainder of the term designated. The Services Association Executive Board members will hold a position on the SAB for the duration of their elected positions not to exceed three years unless waived by ANG/CE. If there is an expired term vacancy, a replacement will be appointed by the Services Association Executive Board for the remainder of the designated term. If a regional representative is selected to replace an executive board member then ANG/CE, ANG/SVX, and the president pro-tem will appoint a new regional representative.

3. ADMINISTRATION:

3.1. ANG/CE is the office of primary responsibility (OPR) for the board within the ANG and will provide general guidance and coordinate the advised actions from the board with other interested ANG divisions.

3.1.1. SAB coordinator will manage the Services Board functions, meetings, maintain minutes, proposals, historical data, and will be the point of contact for all SAB members for logistics and funding for all functions.

4. MEETINGS:

4.1. The SAB shall meet semi-annually, but may meet at other times deemed necessary by ANG/CE. The dates and location of the board meetings must be set 90 days in advance by the SAB coordinator under the order of the SAB president pro-tem with the consent of SAB members and approved by ANG/CE.

4.1.1. Agenda items for discussion are sent to the ANG coordinator 60 days prior to meeting. ANG coordinator will disseminate agenda items and meeting information 30 days prior to the meeting date.

4.1.2. A quorum consisting of five or seven SAB members must be present in order to transact board business. The SAB recorder will maintain the minutes of each board meeting and will appropriately disseminate the minutes to the SAB coordinator within 15 days of said meeting. The SAB coordinator will disseminate the minutes to SAB members within 15 days. Regional representatives have 15 days upon receipt to disseminate the minutes to ANG flying units and Combat Communications Squadrons.

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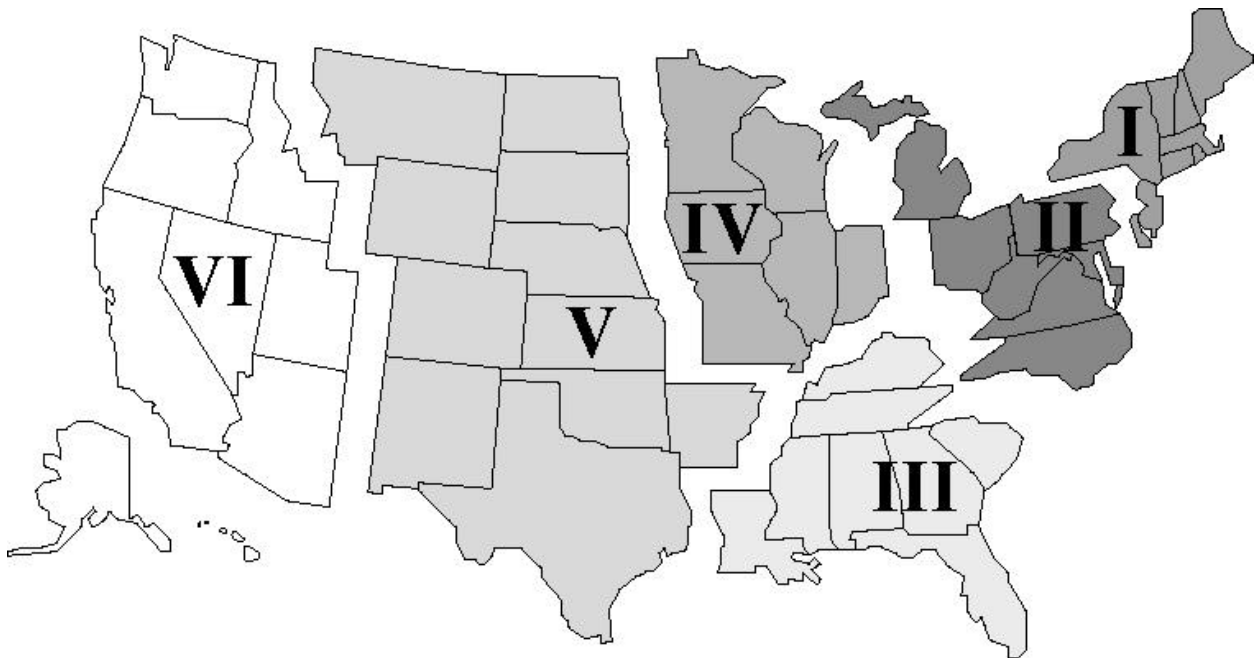
OFFICIAL

DEBORAH GILMORE
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2 Attachments
1. Advisory Board Regions
2. ANG Services Advisory Board Organizational
Structure

Attachment 1

ADVISORY BOARD REGIONS



Attachment 2

ANG SERVICES ADVISORY BOARD
ORGANIZATIONAL STRUCTURE